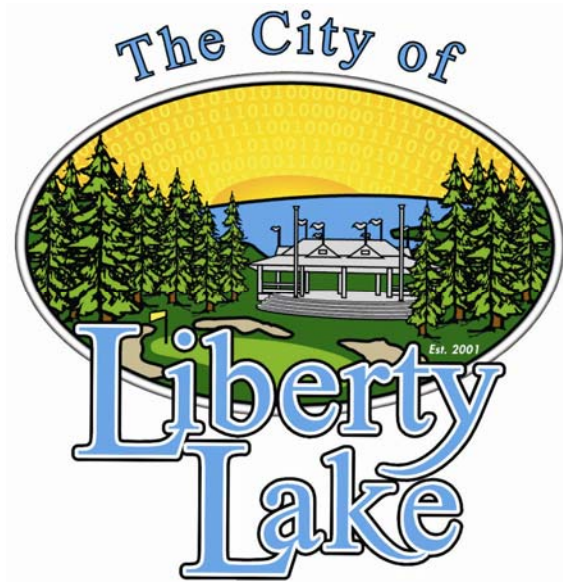




City of Liberty Lake

Request for Proposal for Financial Accounting Software System

September 16, 2009

Responses to RFP are due by October 9, 2009 at 4:00 p.m.

The Request for Proposals (RFP) is presented as follows:

1. Overview
2. Timeline
3. Vendor Instructions
4. Revisions to the Request
5. Insurance
6. Proposed Term of Contract
7. Evaluation and Selection
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1. Overview

The City of Liberty Lake was incorporated in 2001 and is located in Spokane County, Washington. The City provides police, public works, planning, recreation and administrative services for a population of approximately 7,000 residents. The City of Liberty Lake is requesting proposals for a municipal finance software system. The system should include all of the following system solutions:

- General Ledger
- Budget Preparation
- Accounts Payable
- Purchase Orders
- Bank Reconciliation
- Payroll
- Cash Receipting

The City uses single-entry, cash basis accounting. The City currently operates using the budgetary and payroll accounting software of ASP. The City would like the following data converted from ASP:

- Historical financials including payroll and accounts payable;
- Payroll employee master file; and
- Accounts Payable vendor master file.

CURRENT TECHNICAL ENVIRONMENT

The City of Liberty Lake's LAN is made up of two domains running on the same network. Both domains are Windows 2003 based domains with a single domain controller each.

The WAN consists of a T1 Connection in City Hall and at the Police Station, and a Qwest DSL connection in the Library. The T1 is connected to a Cisco 2800 Router, which provides a VPN to Spokane County. Currently, workstations are running various versions of Microsoft Office. Most workstations are running Windows XP Professional, but some older workstations run Windows 2000. These workstations connect via basic network shares to the server which serves as a basic file server for ASP Financial Software server. The City's website is hosted by Spokane Web Communications.

TYPICAL HARDWARE

SERVERS

- Two servers - one located at the Police Department and one located at City Hall.

PCs

- Approximately 31 PCs and 12 laptops (including Itronix GO Books)
- Majority of Desktop PCs are running Windows XP Pro. Four PC's have Windows 2000
- The Municipal Library utilizes Qwest for internet access
- Trailhead Golf Course is a stand-alone operation with internet access.

OTHER PERIPHERALS

- Variety of networked printers, which are primarily HP LaserJets. There are also inkjet printers connected locally.
- Tape backup device
- Two scanners, attached locally.
- Approximately eleven mobile phones
- One large copier with scanning capability with network connectivity.

TYPICAL SOFTWARE

SERVER

- The server is running Windows 2007.

DESKTOP

- Typical standard software installed on computers throughout the City includes:
 - o Microsoft Office 2007 (Word, Excel, Access, PowerPoint, Outlook)
 - o Microsoft Internet Explorer
 - o ASP Financial Software
 - o Adobe Acrobat Reader
 - o Symantec Norton Antivirus Virus Scan
- There is a variety of other specialized packaged software that is installed on many Client desktops.

NETWORK HARDWARE

- The City's network connects its facility locations and City Hall together in an active configuration.
- The 100 MB switch used in the City's network is connected to a 320 GB NAS Device.
- PC Backup Software and 160 GB HP Tapes for file backup.
- Network security is provided by a Microsoft Server and Symantec Norton Antivirus Enterprise Edition to provide filtering and managed spy ware.
- The City currently gets its employee Internet access via a single T1.

2. Timeline

The City intends to complete the process using the following schedule:

Request for Proposal Release September 16, 2009

Vendor Questions Due September 25, 2009

Vendor Proposal Responses Due October 9, 2009

Finalists Notified October 12, 2009

Vendor Demonstrations Completed October 15, 2009

Contract Awarded/Council Approval October 20, 2009

Training/Implementation: December 2009

3. Vendor Instructions

For questions or information, call Administrative Services Manager Jessica Platt at (509)755-6702 or email jplatt@libertylakewa.gov

To respond, provide one original and one copy by 4:00 p.m. on October 9, 2009. Please mail to: City of Liberty Lake, Attn. Jessica Platt, Administrative Services Manager, 22710 E. Country Vista Drive, Liberty Lake WA 99019.

4. Revisions to the Request

The City of Liberty Lake retains the right to modify this request at any time. The City of Liberty Lake shall post additional information, changes or revisions it deems necessary on the website at www.libertylakewa.gov.

5. Insurance

The following insurance is required, and proof(s) of coverage shall be submitted to the Administration Department prior to the issuance of the Contract. Any Firm failing to comply with the insurance requirements will be disqualified and all contract negotiations will be immediately invalid.

- a) Professional Liability (\$1,000,000). Professional liability covers errors and omission in the performance of professional duties.

6. Proposed Term of Contract

The proposed term of the contract is for two (2) years. The City shall have the option, in its sole discretion, to extend the contract for two (2) three-year (3) extensions.

7. Evaluation and Selection

The City will select a finalist(s) through a review of submittals, reference checks, total estimated costs and/or interviews prior to the selection.

8. Costs to Submit

The City of Liberty Lake will not be liable for any costs incurred by any respondent in preparation of a submittal in response to this request, in conduct of a presentation, or any other activities related to response to this RFP.

9. Proposal and Questionnaire

Please submit a proposal and pricing amounts by module. Pricing should include all costs related to software, required hardware, conversion of existing data, installation, training, annual service contract and final implementation. Pricing should also be based on application software licenses for four (4) concurrent users. The City will select the successful proposal based upon several evaluation factors including features as outlined in the RFP; effective integration of modules; company stability; conversion, training and implementation plan; technical support; and price. The selection of finalists and the final award will be decided based on the proposal submitted by a qualified vendor that best meets the needs of the City as determined by the City. The City reserves the right to reject any or all proposals.

10. Questionnaire Instructions:

The following requirements and features have been identified by the City for inclusion in the desired system. The responses should be in the following format:

Enter "Y" if the item is included as part of the standard system package.

Enter "N" if the item is not available.

Enter "M" if the system requires modifications to meet this specification. You may attach an appendix to explain what steps must be taken if you indicate M as a response. Please identify the estimated cost of any required modification.

Description	Answer
1. Single Input – Information should be entered into the system one time. Duplicate entry of data should be eliminated. This should provide greater efficiency, timely information, and eliminate errors introduced through data re-entry.	
2. Ease of Use - The system must be easy to use and learn. A Windows environment is required. Please specify which version(s) of Windows on which your system will run.	
3. Real Time Information - system must be real time, not batch. Budget - Transactions that will affect financial balances should be reflected immediately in the appropriate ledgers. Forecast - Users should be able to forecast results based on actual data.	
4. Schedule - Install system in a timely manner and in accordance with the City schedule outlined above.	
5. Reporting - The system should provide reporting tools for generating custom reports from system information, as well as data export to Excel, Access, Word, Outlook, Adobe Acrobat, etc.	
6. Training/Support - Provide detailed on-site training, documentation and support. Is ongoing training and support available? Please state hours of live support in PST.	
7. Training - Please specify how many staff-days of training you anticipate.	
8. References – Please provide a list of Washington municipalities which use your system, along with names and phone numbers of responsible individuals who can be contacted.	
9. Hourly rate - As part of your proposal, please provide staff hourly rates for additional work outside the scope of any contract should the vendor	

be selected (if applicable).	
10. Reporting – Please describe how your reporting system works and specifically identify Washington State – required reports that are available without manipulation of data formats.	
11. Profile – Please provide a vendor profile that indicates number of staff, year established and qualifications of key staff.	
12. Security – The system should be capable of enforcing uniform policies and procedures throughout the City. Security should cover various levels from user to user, class or group. Please describe what security provisions your system has in place.	

System Specifications

Description	Answer
1. Does the system include basic password protection for standard access?	
2. Does the system use a Windows interface? Which program language platform?	
3. Is file recovery automatic after a system failure?	
4. State-of-the art database, such as Progress, Oracle, or MS SQL?	
5. Does the database support real-time process?	

Financial System

General Ledger

Description	Answer
1. Account structures are consistent with the Washington State Budgeting Accounting Reporting System (BARS). In the BARS structure an eighteen (18) digit code accommodates the various transactions. The chart of accounts should allow the user complete control	

over structure.	
2. System consistent with General Accounting Standards Board (GASB) requirements?	
3. System is real time system not batch processing?	
4. Menus have drill-down capabilities for detail?	
5. All screens in a Windows format?	
6. Handle an unlimited number of accounts?	
7. Interface to Bank Reconciliation, AP, AR?	
8. Does the system provide for centralized account management?	
9. Are users restricted from access of applications not within their authority?	
10. Can information be exported to other software such as Excel/Word/Adobe	
11. Can reports be generated for each individual fund?	
12. Allow unlimited number of years of detail information?	
13. Can entries be reversed and deleted automatically?	
14. Is accounting information available by the following: • By account • By period • By date range • By fund • By department • By employee • By project	
15. Online screen inquiry including unlimited history?	
16. Can the previous year be 'locked' after year end to avoid inadvertent changes?	
17. Does the system provide monthly/quarterly/annual reporting in accordance with Washington state/federal required reporting standards?	

Budget Preparation

Description	Answer
1. Create next year's budget using current year, year to date data?	
2. Allow for budget amendments and maintain the original budget and the amended budget?	
3. Provide the budget in accordance with Washington State guidelines?	

Accounts Payable/Purchasing

1. System is real time and not batch processing?	
2. Menus have drill down capabilities for detail?	
3. All screens are in Windows format?	
4. Report writer for reporting?	
5. Handle an unlimited number of accounts?	
6. Does the system provide for maintenance of vendor records? • By vendor name? • By vendor number?	
7. Does the system assist in preparing request for W9's?	
8. Does the system track whether vendors require 1099's or not?	
9. Will the system track vendor invoices?	
10. Can you cancel invoices in the system?	
11. Can you cancel checks/purchase orders in the system?	
12. Does the system allow unlimited number of vendors?	
13. Does the system allow unlimited years of history?	
14. Will the system allow you to work in the current and future period?	
15. Does the system support both check and voucher printing?	
16. Do transactions directly affect account codes for: • Income? • Expenses?	

Budget? when posted?	
17. Does the system provide check reconciliation?	
18. Are duplicate payments flagged/prevented?	
19. Can the system print 1099's at year end, if necessary?	
20. Can you access vendor history by vendor, invoice date, check date or account code?	
21. Does the system allow the user to inquire vendor by name?	
22. Does the system track WA State 'sales and use' tax?	
23. Does the vendor screen information include contract limits?	
24. Does the system accommodate for wire transfers?	
25. Does the system verify budget status prior to accepting a transaction?	

Cash Receipting

1. Detailed receipts?	
2. Does system create reports for: - Receipt register - Accounts Receivables Total Cash Totals?	
3. Unlimited users with defined rights?	
4. Calculates change?	
5. Cash reconciliation for multiple users?	
6. Will system allow for credit card payments?	

Payroll

Description	Answer
1. System is real time and not batch processing?	
2. Menus have drill down capabilities for detail?	
3. All screens in a Windows format?	
4. Report writer for reporting?	
5. Does the system support standard	

user-defined salary information for personnel?	
6. Allow payroll time cards to be submitted electronically? Approval by Dept. Managers at time of submission?	
7. Does the system track accrued time such as: • Vacation? • Sick time? • Comp time?	
8. Is the payroll system integrated to the general ledger and budget system?	
9. Will the system generate all Federal and State reporting requirements?	
10. Can the system generate the following: • W2's • 1099's • 941 • WA Unemployment Report • WA Retirement Systems Report • 401(a) Reports • 457 Reports	
11. Can the system support the following deduction types: • Deferred compensation • 401(a) • Child Support • Supplemental Insurance • 457	
12. Can the tax tables be maintained and updated by the user? If no, what steps/procedures are taken by your firm to ensure that the proper tables are in place?	
13. Is direct deposit provided?	
14. Does the system allow for printing of checks for temporary, part-time employees?	
15. What type of security does the system provide?	

11. Appendix for “M” responses (add as many as applicable)